

New Program Request Form

Instructions: Complete the following information and submit this form with all required attachments and payment of the program review fee. Incomplete proposals will be returned without review. **Complete a separate form for each new program request.**

Name of School

DHE Code

Program Title

Name and Title of Authorizing School Official

Telephone / Email of Authorizing School Official

_____ **Complete new program request form**

A complete new program request form contains no blank lines and includes the name, title, and contact information of the authorizing school official.

REQUIRED ATTACHMENTS

_____ **Signed letter of notification**

The letter of notification will include basic information about the nature and scope of the new program and the proposed date for the implementation of the change.

N/A **Program review fee**

Fees should be made payable to the Missouri Department of Higher Education. See the fee schedule for payment amount.

_____ **Program inventory revision form**

The form must include: CIP Code; Program Title; Program Length; Required Number of Hours; Type of Hours; Tuition; Fees; Cost of Books and Supplies; Outcome Award.

_____ **School publication(s)**

School publications include the school catalog/handbook or other published materials that provide information to students and prospective students about the new program. This should include an outline of the program and descriptions of new courses.

_____ **Accreditor approval**

In order to achieve final approval, accredited schools must provide verification that the new program meets the standards and criteria of the school's accrediting commission.

_____ **Resumes**

*If the school is unaccredited, **OR** if the program is not in a subject area directly related to existing programs and/or the proposed program is at a level for which the school is not currently approved, the school must include resume information for each new instructor involved in program delivery.*

_____ **Facilities and equipment**

*If the school is unaccredited, **OR** if the program is not in a subject area directly related to existing programs and/or the proposed program is at a level for which the school is not currently approved, the school must include descriptions of additional equipment and facilities used for instructional purposes.*

FOR OFFICE USE ONLY

Date Received: _____

Date Response Mailed: _____

Amount Paid: N/A

Date of Final Disposition: _____

Reviewer: _____